

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: ALAN ALTON, DEPUTY DIRECTOR, FINANCE DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT
SUBJECT: APPROVAL OF FIFTH AMENDMENT TO GENERAL SERVICES
AGREEMENT NUMBER F001343 WITH MISSION LINEN SUPPLY

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance Department that the Council, by resolution, approve the Fifth Amendment to General Services Agreement F001343 for a one-year extension with no increase to unit price to Mission Linen Supply, Benicia, California, in the amount of \$90,430.46, for a total not to exceed amount of \$440,886.09 with a \$75,000 contingency.

EXECUTIVE SUMMARY

This agreement provides uniform, linen and mat rental delivery services for various City locations. The current agreement expires January 31, 2021. Mission Linen Supply continues to provide satisfactory services.

BACKGROUND

On January 24, 2017 City Council approved a three-year General Services Agreement number F001343 with two (2) one-year renewal options with Mission Linen Supply Inc, Benicia, California in the amount of \$258,349 with a \$75,000 contingency.

On October 16, 2018, the Purchasing Agent approved a First Amendment to add/delete services in the amount of \$1,200.85.

On February 28, 2019, the Purchasing Agent approved a Second Amendment to add services in the amount of \$539.28.

On January 14, 2020, the City Manager approved a Third Amendment for a one-year extension in the amount of 90,302.54.

APPROVAL OF FIRST AMENDMENT TO GENERAL SERVICES AGREEMENT
F001343 WITH MISSION LINEN SUPPLY
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On August 19, 2020, the City Manager approved a Fourth Amendment to add services in the amount of \$63.96.

The City currently provides uniforms, linens and mat rental services to various departments throughout the City. The Fire Stations require bed sheets, pillowcases, bath towels, and shop towels. The Laguna Wastewater Treatment Plant and Transportation and Public Works Departments require floor mats, coveralls, fire retardant uniforms, shirts and pants, lab coats, shop and bath towels and are laundered with special disinfectant-type cleansers due to the substances they work with. The Recreation and Parks Department requires floor mats and, shop towels. All services are provided on a weekly or bi-weekly basis.

PRIOR CITY COUNCIL REVIEW

On January 24, 2017 City Council approved a three-year General Services Agreement (GSA) number F001343 with Mission Linen Supply Inc with two (2) one-year renewal options in the amount of \$258,349 with a \$75,000 contingency.

ANALYSIS

On September 26, 2020 Mission Linen Supply Inc agreed to extend the current agreement with no increase to contract unit pricing for an additional one-year period.

With approval of the Fifth Amendment extending the term for an additional one year under these terms in the amount of \$90,430.46, the cumulative amount of GSA number F001343 will be \$440,886.09. Under the City's Contract/Purchase Order Modification Policy III-9, the Fifth Amendment requires approval by the City Council.

FISCAL IMPACT

Funds for this expense are included in the Fiscal Year 2020-21 adopted budget within the departments that utilize the service as a regular operating expenditure and are expected to be included in subsequent years' budget proposals when presented to the City Council. There is no impact to General Fund.

ENVIRONMENTAL IMPACT

The proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) under section 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and that no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable

NOTIFICATION

Not Applicable

ATTACHMENTS

- Resolution/Exhibit A - Fifth Amendment to General Services Agreement Number F001343

CONTACT

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